

---

**CHAPTER 33**  
**ELECTRONIC FILING**  
**PILOT PROJECTS**  
Administrative Rule 16

CONTACT:  
**Jeffrey Wiese**  
[jeffrey.wiese@courts.IN.gov](mailto:jeffrey.wiese@courts.IN.gov)  
Direct: 317-234-1873  
30 S. Meridian St., Suite 500  
Indianapolis, IN 46204  
Main: 317-232-2542  
Fax: 317-233-6586

---

**Information for Clerks**

---

[Ind. Administrative Rule 16](#) permits courts to request approval by the Indiana Supreme Court, Division of State Court Administration (Division) for electronic service and/or electronic filing pilot projects. The Division compiled an [appendix](#) related to Rule 16 indicating the several elements necessary in any proposed project as well as the required components.

The requesting court should coordinate with the trial court clerk's staff regarding various issues including:

- Case initiation, [Ind. Trial Rule 3](#)
- Service of Process, [Ind. Trial Rule 4](#)
- Judicial, Attorney and Party Signatures (electronic and original), [Ind. Trial Rule 11](#)
- Consolidation of cases for trial or discovery, [Ind. Trial Rule 42](#)
- Notice and Service of Orders and Judgments, [Ind. Trial Rule 72](#)
- Effect on the Court Record, [Ind. Trial Rule 77](#)
- Local Rules related to Project, [Ind. Trial Rule 81](#)
- Document retention issues, [Ind. Administrative Rule 7](#)
- Case number assignment and coordination with related computer program assigning numbers, [Ind. Administrative Rule 8](#) and any related local rules under Trial Rule 81
- Confidentiality of records, [Ind. Administrative Rule 9](#)
- Security of the court record, [Ind. Administrative Rule 10](#)
- Other issues that arise as they relate to the official court record and the trial court clerk's responsibilities
- Redundancy of backup servers with official court records being protected
- Case types to be handled by project; opt-out opportunities
- Public access to official court record through public access terminals
- Determination of what agency or entity will bear cost of equipment, printing costs of summons for service and any other additional costs related to the project.

When a court's pilot project is approved by the Division, the court shall train the staff responsible for maintaining its integrity, including the trial court clerks involved.

Last modified 2/19/14